BAFO Evaluation Example

Notes

Evaluation Results

Cost - Score Calculation　　Points awarded based on the least expensive awarded the maximum points and other offers prorated based on difference between their offer price and low offer. (See breakout of cost in attached schedules.)

Acme Project Evaluation Matrix - EXAMPLE

RFO Evaluation Criteria [Section A, item 20 of RFO]	Weight	Max Points	Company A	Company B
Costs	30	30	22.5	25
Qualifications & Methodology (Indicators of Probable Vendor Performance)	30			
Experience [Section C, Parts 1 through 6 of RFO and Appendix A of Offer]	50.0%	15	12	10.5
Proposed Work plan and Approach [Section B, items 8 through 20 of RFO and Appendix B of Offer]	25.0%	7.5	6	5.25
Personnel [Section C, items 7 through 10 of RFO and Appendix C of Offer]	25.0%	7.5	5.25	5.63
		30	23.25	21.38
Technical Functionality	40			
Minimum Functions [Section B, items 1 through 20 of RFO and Appendix D of Offer]	75.0%	30	21	24
Additional Functions [Section B, items 21 through 40 of RFO and Appendix D of Offer]	25.0%	10	7	8
		40	28	32
Total	100%	100	74	78

Costs

Vendor Response / Evaluation

Functions					Company A	Company B		
Criteria			**Weight**					
Costs	**30**	**Max Score**	30%					**Lowest Cost**
								200000
Minimum Functions [Section B, items 1 through 20 of RFO and Appendix D of Offer]				Cost	$300,000	$200,000		
	75.0%	22.5		Score	15	22.5		
				Cost	$50,000	$150,000		50000
Additional Functions [Section B, items 21 through 40 of RFO and Appendix D of Offer]								
	25.0%	7.5		Score	7.5	2.5		
		Score			22.5	25		

				Vendor Response / Evaluation	
				Company A	**Company B**
Max Points		30			
Experience	50.0%	15.0	Rating	8	7
			Score	12	10.5
Proposed Work plan	25.0%	7.5	Rating	8	7
			Score	6	5.25
Personnel	25.0%	7.5	Rating	7	7.5
			Score	5.25	5.63
			Total Points	23.25	21.38

Notes:

Rating From 1 to 10, 10 reflecting highest / best possible

Score Allocated points awarded based on rating (10 rating receives maximum score)

Technical Functionality

	Max Points	40		Company A	Company B
Minimum Functions	75.0%	30.0	Rating	7	8
			Score	21	24
Additional Functions	25.0%	10.0	Rating	7	8
		0	Score	7	8
			Total Points	28	32

Notes:

Rating From 1 to 10, 10 reflecting highest / best possible

Score Allocated points awarded based on rating (10 rating receives maximum score)

Evaluation Rating Notes (supporting comment for rating)

Vendor 1

Vendor 2

Ability	Rating	Issues/Questions
Experience	8	Quality of references and past projects relative RFO, Any Agency / State Experience?
Proposed Work plan	8	Is work plan reasonable, include appropriate staffing and clearly defined Agency roles, etc...? Is solution proposed to be provided within the XX day requirement? Does it include the transition out plan?
Personnel	7	Are proposed staff qualified with demonstrated relevant experience? Does the vendor reflect the ability to maintain a skilled workforce?

Functionality		Issues/Questions
Minimum Functions	7	Are minimum functions supported? How practical is the solution proposed? How does the solution compare (how it works) with others proposed?
Additional Functions	7	Are all functions supported? How practical is the solution proposed? How does the solution compare (how it works) with others proposed?
Reference Notes:		Any exceptions taken to indemnification, limit of liability, change of ownership, arbitration, termination, effects of termination, insurance and term? Added support and software license agreements that need to be reviewed? HUB subcontracting proposed? Bond Information supplied?

Ability	Rating	Issues/Questions
Experience	7	Quality of references and past projects relative RFO, Any Agency / State Experience?
Proposed Work plan	7	Is work plan reasonable, include appropriate staffing and clearly define CPA roles, etc…? Is solution proposed to be provided within the XX day requirement? Does it include the transition out plan?
Personnel	7.5	Are proposed staff qualified with demonstrated relevant experience? Does the vendor reflect the ability to maintain a skilled workforce?

Functionality		Issues/Questions
Minimum Functions	8	Are minimum functions supported? How practical is the solution proposed? How does the solution compare (how it works) with others proposed?
Additional Functions	8	Are all functions supported? How practical is the solution proposed? How does the solution compare (how it works) with others proposed?

Reference Notes:		Any exceptions taken to indemnification, limit of liability, change of ownership, arbitration, termination, effects of termination, insurance and term? Added support and software license agreements that need to be reviewed? HUB subcontracting proposed? Bond Information supplied?